

REDUCTION-IN-FORCE PLAN

A Reduction-in-Force (RIF) occurs when changing priorities, budgetary constraints, or legislative actions require the Department to abolish positions or to change duties so significantly that the employee no longer qualifies. When this occurs management must submit a plan to outline the course of action and its anticipated impact overall.

Division/Institution Name:	
Division/Institution Director:	
Human Resources Manager:	
Cc:	Cc:
Cc:	Cc:
Cc:	Cc:
Date Plan Submitted (mm/dd/yyyy):	Date approved by DHR (mm/dd/yyyy):
Description or Name Layoff Unit:	RIF Effective Date:
Location of Layoff Unit:	
# of Positions Proposed for Reduction:	# of Employees Proposed for Separation:

Reason for Reduction (Please select one of the following):

REORGANIZATION

- ☐ Duplication of work
- ☐ Assigned program responsibilities to other unit(s) and/or positions(s)
- ☐ Consolidation of duties and responsibilities requiring fewer positions
- ☐ Need for program and/or duties and responsibilities no longer exists
- ☐ Reduction of organizational layers
- ☐ Other (please specify): _____

FUNDING

- ☐ State and/or Federal funding expired, reduced, or withdrawn
- ☐ Grant funding expired, reduced, or withdrawn
- ☐ Contract not renewed
- ☐ Loss of receipt support

MANDATE (check all that apply)

- ☐ Mandated by Governor
- ☐ Mandated by the NC General Assembly
- ☐ Mandated by Congress
- ☐ Other mandate (please specify): _____

OTHER

- ☐ (Please explain in detail)

Reduction Plan Factors

Please provide a brief explanation about how each of the following factors were considered in the proposed reduction of positions for _____ (Division/Institution).

* **Applicable Laws and Regulations** (that caused the RIF)

* **Funding Sources and Budget Guidelines** (that led to the abolishment/reduction of positions)

* **Potential Adverse Impact on Employees Protected Under State and Federal Equal Employment Opportunity Provisions** (as a result of the reductions)

* **Impact on Program Objectives** (due to the reduction of positions)

* **Possible Redistribution of Staff and Other Resources** (due to eliminated positions)

* **Composition of the Affected Work Force**

■ See Composition Worksheet ■

* **Economy and Efficiency** (achieved due to the elimination of positions)

Identification of Layoff Unit

Please provide the rationale for selection of the layoff unit if it is different from the factors listed above.

The Layoff Unit is (check one):

- ☐ an entire division or institution
- ☐ an organizational unit within a division or institution
- ☐ a geographical or regional unit
- ☐ a program unit
- ☐ a single position

The factors used in separation decision (check all that apply):

- ☐ type of appointment (full-time, part-time, probationary, etc.)
- ☐ total length of State service
- ☐ relative efficiency (comparison of employees' performance evaluations and any documented disciplinary decisions)

COMPOSITION OF THE AFFECTED WORKFORCE WORKSHEET

Layoff Unit:

Physical Location:

[illegible][illegible]